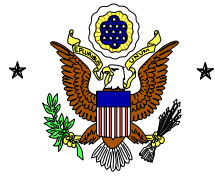


UNITED STATES DISTRICT COURT AND PROBATION OFFICE - SOUTHERN DISTRICT OF IOWA



POSITION: Court Technology Specialist

LOCATION: Des Moines, IA

Opening Date: September 12, 2008

Closing Date: September 29, 2008

CLASSIFICATION LEVEL/

SALARY RANGE: CPS-CL 26 (\$39,658 - \$64,513) to CL 27 (\$43,574 - \$70,873);

Promotion Potential to CPS - CL 28 (\$52,250 to \$84,913) salary is based on experience and qualifications in accordance with the Court Personnel System.

POSITION OVERVIEW

This position is located in the consolidated Information Technology Services Office of the United States District Court and Probation Office for the Southern District of Iowa. The incumbent provides courtroom technology and computer systems support to the Clerk's Office, judiciary chambers, and Probation Office.

DUTIES AND RESPONSIBILITIES

Serves as primary contact for high tech presentation, video conference and audio systems, and backup for telecommunications. Works with high tech service providers. Responds to day-to-day trouble reports and makes repairs; contacts service providers; coordinates installation of new equipment and/or replacement of equipment with vendors; upgrades equipment, installs and tests installation/repairs for accuracy; performs routine and corrective maintenance system reference and configuration documentation.

Develops software to extract and/or update information from existing system databases.

Develops software for local court needs including high tech presentation and audio systems. Prepares and maintains the documentation of locally developed software.

Works with users to solve their problems with computer hardware and/or software, including high tech systems and telecommunications. Informs them of the problem, provides any necessary instruction, troubleshoots and repairs any hardware and/or software malfunctions on a timely basis.

Maintains contacts with other computer court personnel at different locations and levels for the purpose of staying knowledgeable of developments, techniques, and programs.

Evaluates new software and hardware developed outside the court for use by the Court and Probation Offices.

Assists in researching computer hardware and software.

Installs software and hardware and advises/trains the staff on their use.

Keeps abreast of changing technology, and advises IT Director of any changes that might be needed.

Installs, maintains, updates, troubleshoots, repairs and performs backup on computer systems for the Court and Probation Offices and provides assistance for same.

Backup help desk support.

Performs other duties as assigned.

QUALIFICATIONS

To qualify for the CL 26 or CL 27, applicants must have two years specialized experience including at least one year equivalent to work at the CL 25 level (for CL 26) or at the CL 26 level (for CL 27). Candidate must have a good understanding of current computer systems and practices at a professional level; experience with administering high tech and telecommunication systems and applications; knowledge of programming methodologies to develop new applications or modify existing software; demonstrated ability to troubleshoot and repair problems with hardware and software; demonstrated ability to work in a team environment and to be effective in both oral and written communication; and demonstrated ability to handle multiple projects and tasks at one time. The candidate must have a positive attitude, deliver excellent customer service, and be detail oriented.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court and Probation Offices are **at will** and can be terminated with or without cause at any time.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court and Probation Office for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court and Probation Office for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. District Court and Probation Office for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume and (2) a letter of application which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked "confidential" and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindidecker@iasd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.